



Nevada Urban Indians, Inc.

RECRUITMENT ANNOUNCEMENT

FOR

MEDICAL OFFICE ADMINISTRATOR



Under the supervision of the Chief Executive Officer, this position is responsible for the coordination, day to day operation of NUI's medical office and its business dealings. Ensures medical office is running smoothly by supervising and training of medical office staff. Ensures service delivery and client satisfaction.

Minimum Qualifications:

Bachelor's degree in business management, business administration, public health administration, or related field and two years of related work experience (hands-on) in a medical business setting required. Bilingual and experience in grants compliance preferred.

If you are interested in applying for this position, please visit our website to complete a job application at www.nevadaurbanindians.org

Full Time, Non-Exempt: salary negotiable, plus benefits
Bilingual Preferred

Closing Date: Open until filled

*Nevada Urban Indians, Inc. is a nonprofit organization
committed to promoting American Indian/Alaskan Native
culture, health, and well-being...*